

Required Training

- I. All new full-time employees
Includes all new employees working in any ODOC position.
- A. Orientation, 40 Hours (5-ACI-1D-10)
Mandatory hours will include a minimum of the following topics:
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| -Overview of Corrections (b#1, 10) | -Prison Rape Elimination Act (PREA) (b#12)) - Initial Information Request/Security |
| -Appropriate Conduct with Inmates (b#4) | -Purchase, Use, and Control of Firearms and Security Equipment |
| -Airborne and Bloodborne Pathogens Exposure Control (b# 6, 7, 8, 9) Exposure Control (b#7) | -Reporting of Incidents |
| -Contraband (b#2) | -Rules Concerning Individual Conduct of Employees (b#5) |
| -Cultural Diversity/Awareness | -Preventing Sexual Harassment (b#12) |
| -Disciplinary Process | -Standards for Employee Personal Appearance |
| -Emergency Plans (b#11)/Crisis Situations | -Active Shooter/Workplace Violence |
| -Hazardous Communication | -Sustainable and environmentally responsible practices (b#15) |
| -Key Control (b#3)/ Employee Identification | -Suicide Prevention: Level I (b#13) |
| -Fleet Management | -Mental Illness (b#14) |
| -Inmate Grievance Procedures | -BLS/AED and BFA (5-ACI-6B-08M) (only designated employees listed in Section I. item B. of this attachment) |
- B. BLS/AED and BFA Designated Staff (5-ACI-6B-08M)
- Qualified health care professionals (QHCP) and qualified mental health professionals (QMHP) as defined in OP-140117 entitled "Access to Healthcare;"
 - Correctional security officers;
 - Correctional security managers;
 - Correctional chiefs of security;
 - Correctional training officers; and
 - CLEET commissioned officers.
- C. Orientation (part-time staff and contract employees) (5-ACI-1D-17)
- Receive formal orientation appropriate to their assignments and additional training as needed.

II. Annual In-Service, 40 hours (all professional specialist employees, all support employees, administrative staff, managerial staff, Wilson Training Academy, P&P officers, OIG agents) (5-ACI-1D-14, 5-ACI-1D-15)

A. Annual Training 40 hours (correctional officers) (5-ACI-1D-14)

This training shall include at a minimum the following areas:

1. Standards of conduct/ethics;
2. Security/safety/fire/medical/emergency procedures;
3. Supervision of inmate/offenders including training on sexual abuse and assault;
4. Purchase, Use, and Control of Firearms and Security Equipment;
5. Fleet Management; and
6. Use of force.

B. Annual In-Service, (Clerical/support employees) 16 Hours within the first year (5-ACI-1D-16)

C. CERT/Emergency Unit Staff (40 hours including 16 hours specialized CERT/Emergency Unit training) (5-ACI-1D-18)

D. Officers and staff assigned to emergency units receive 40 hours of training annually, at least 16 of which are specifically related to the emergency unit assignment and which cover emergency plan response. Staff assigned to emergency units shall be required to participate in annual training that test emergency plan systems for natural and man-made disasters.

E. Supervisory Staff (Direct supervision positions)

Newly hired employees and employees promoting or transferring into a supervisory position are required to complete a minimum of 24 hours supervisory training within the first year. Supervisory courses are scheduled throughout the year and are available through a variety of sources and locations. Supervisors are required to complete Performance Management Process (PMP) and Progressive Discipline Process within the first 12 months of being assigned to a supervisory position.

After the first year in a supervisory position, all supervisory staff must complete a minimum of 12 hours of supervisory training credits per year. ODOC suggested courses:

1. ODOC Leadership Development Program Courses;
2. ODOC Upper Management Program; and
3. ODOC web based training containing supervisory credits.

Human Capital Management classes are available in the Oklahoma and Tulsa area. Classes are first come first served and seating is limited. Most classes

carry supervisory credits. Most HCM classes require supervisor approval to enroll. Enroll in the LMS

F. Commissioned Peace Officers

Council on Law Enforcement Education and Training (CLEET) Basic Academy, if required

Newly hired agents or canine handlers who are not commissioned will attend the CLEET Basic Academy at the K.O. Rayburn Center in Ada, Oklahoma within the first year of employment. Those agents or canine handlers that have CLEET certification may be required to attend only CLEET update courses, as determined by CLEET.

Annual CLEET training will consist of 23 hours plus two hours of mental health training.

III. Specialized Pre-Service (new correctional officers (at least 120 hours); new case managers (54 hours)) (5-ACI-1D-12)

A. New correctional officers (all ranks) receive at least 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

1. Security and safety procedures;
2. Emergency and fire procedures;
3. Supervision of inmates/offenders;
4. Suicide intervention/prevention;
5. Use of force;
6. Inmate/offender rights;
7. Key control;
8. Interpersonal relations;
9. Communications skills;
10. Standards of conduct;
11. Cultural awareness;
12. Sexual abuse/assault intervention; and
13. Code of ethics.

B. Case Managers (24 hours)

Newly hired case managers and employees promoting, demoting, or transferring into a case manager/classification position, will attend case management specific training at a designated location within the first year of employment

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| -Chronological Reports | -Inmate Records |
| -Interstate Compact | -Overview of Case Management |
| -Community Corrections | -Parole Process |
| -Custody Assessment Procedures | -Pre-Release Process |

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| -Global Positioning System (GPS) | -Role of the Correctional Case Manager |
| -Custody Assessment (Male/Female) | -Sex and Violent Inmate Registration |
| -National Crime Information Center (NCIC)/Juvenile | -Special Offender Management System (SOMS) |
| -Online Tracking System (JOLTS) | -Systems of Incarceration Transfer Procedures |
| -New Arrival and Adjustment Review | -Offender Management System (OMS) |

C. Licensed Professional Staff

Staff who by virtue of their profession must maintain a valid license per state statute will complete specialized/job specific training as required by their licensing board. In some cases this mandated training may be incorporated into their learning plan when feasible.

D. Records Officers (specialized training plus orientation and 40 hours in-service during first 12 months, as applicable)

Newly hired records officers and employees promoting, demoting or transferring into this position will attend records officer specific training at a designated location within the first six months of employment.

E. Additional for Medical/Health Services Staff

Emergency Procedures and Responses (This is any training related to emergency procedures/responses).

IV. BLS/AED and BFA (5-ACI-6B-08M) (Biennial after initial orientation)

All employees designated to complete first aid training in accordance with this procedure will complete the "Basic First Aid" course and "Basic Life Support" (BLS) and AED use during new employee orientation and every other year thereafter.

V. Quarterly Safety Training

Quarterly safety training is part of annual in-service training and must be completed during the quarter assigned. Safety training is assigned via a separate learning plan in LMS to all employees. Quarterly safety training not completed during the specific assigned quarter, without a valid reason, will be considered as incomplete annual training for the employee.